

DATA CERTIFICATION

Effective for files transmitted on and after October 4, 2003, concurrent data certification is required for each file. Encounter files cannot be processed without data certification.

Changes to the existing process that accepts input files from managed care organizations (health plans) are now being required by the Balanced Budget Act of 1997 (BBA). This change now includes a data certification form. The form must be sent from contracted plan **for each file**. The file must be certified by the Chief Executive Officer (CEO), Chief Financial Officer (CFO), **or an individual who has delegated authority to sign for and who reports directly to the CEO or CFO.**

AHCCCS is working on an automated solution to match certification forms with encounter files. Until an automated solution is developed, plans must fax completed data certification form (see attached) available from the AHCCCS website at www.ahcccs.state.az.us to Brent Ratterree, Encounter Unit, at (602) 417-4725. Encounter staff will compare certification forms with encounter files submitted by the Plans. Files with matching certification forms will be moved to an encounter processing location. Files without matching certification forms may be rejected following a reasonable period.

The daily encounter files may no longer be processed on the day they are received. A delay of several hours up to several days (weekend) could result while the input files are being matched to the certification form and files are moved from the external directory to the staging directory.



Form Data
Certification.doc